

ETSC CERTIFICATION SUBCOMMITTEE

Michigan State Police Headquarters
MSD Large Conference Room
Thursday November 30, 2006
Meeting Minutes

PRESENT: John Bawol, Harriet Miller-Brown, Bill Charon, James Fyvie, Suzan Hensel, Steve Leese, Vic Martin, Leonard Norman, Charles Nystrom, Dale Gribler and James Loeper by conference call

ABSENT: Steve Berenbaum, Christina Russell, Scott Temple

A. Approval of August 29, 2006 meeting minutes

Ms. Hensel made a **MOTION** to approve the minutes of August 29, 2006, Mr. Bawol supported, the **MOTION** carried.

B. Compliance Review Updates

1. Barry County – A preliminary letter discussing the review was mailed to Mr. Ron Neil, Chair of Barry County Central Dispatch Authority. The team addressed a number of issues that was in the realm of the review. There were internal issues however, that were addressed by the Barry County Central Dispatch Authority. Based on the team's observations, the ongoing pursuit of matters properly addressed by the Dispatch Authority was having an effect on the morale of the dispatcher staff. The review team believed that issue should be included in the preliminary letter.

2. Alpena County – The on site visit took place in early July 2006. At that time the review team advised the interim director that they would need to make a second visit and additional information would be needed prior to that. Additional information was been requested from the interim director in September 2006 and as of this meeting date, has not been received (various follow-up contact has been made since the September request). Mr. Fyvie made a **MOTION** that if Alpena County does not provide the information requested; the Certification Subcommittee would not certify Alpena County as compliant for 4th qtr wireless funds distribution. Ms. Hensel supported. The members discussed what options are available to the ETSC to withhold Alpena County's wireless funds until compliance can be verified. The subcommittee members directed Ms. Miller-Brown to seek the opinion of the Attorney General's office on what options are available to the ETSC at this point. Following discussions, the **MOTION** carried.

Sheriff Gribler made a **MOTION** that Ms. Miller-Brown contact the Attorney General's office and request an opinion on what the process would be to enjoin Alpena County from collecting 9-1-1 surcharge funds under Act 32 (as amended), including wireline funds, based upon non-compliance with the act. Mr. Martin supported. Following discussion with members, the **MOTION** carried.

The members also discussed sending a letter to each of the Alpena County Commissioners notifying them of this action and making notice to be placed on the agenda of the next County Commissioner Board meeting. The State 9-1-1 office will mail a letter to each of the Alpena County Commissioners.

3. Calhoun County – The on site visit is scheduled for December 19 and December 20.

4. Status of Gladwin & Kent County Reports – The reports are complete and will be presented next week to the ETSC for final approval.

C. New Business

1. Hotel Reimbursement policy for Compliance Team members – At the time the policy was developed (December 2004), it was decided the State 9-1-1 Administrator's office would make the hotel reservations for compliance team members, if needed. Because hotel expenses are not permitted on state of Michigan P-cards, the hotel rooms were being charged to State 9-1-1 Administrator's personal credit card and she would in turn seek reimbursement through the state of Michigan. The members decided to modify the policy so that when hotel rooms are needed for county compliance reviews, the State 9-1-1 office will research a hotel for the members, they would

make their own reservations and submit the receipts to the State 9-1-1 office for reimbursement.

2. Compliance Review Process Flow Chart – Ms. Miller-Brown developed this chart to assist the compliance team members to further understand the Compliance Review process from the time a county is chosen until the report is presented to the ETSC for final approval.

Newaygo County was chosen for a Random compliance review. Members of the review include: Mr. Martin, Sheriff Gribler, Mr. Leese, Mr. Charon, and Ms. Miller-Brown.

D. Compliance Review Training Program – This training program will be for PSAP Directors and Coordinators to understand what to expect when they are chosen for a compliance review. The first meeting will be on Tuesday January 9, 2007 to discuss and develop this training seminar. The work group includes: Ms. Hensel, Ms. Russell, Mr. Bawol, Mr. Martin, Mr. Fyvie and Ms. Miller-Brown.

E. Certification for 4th quarter wireless funds distribution - Mr. Bawol made a **MOTION** to recommend to the ETSC that 81 counties plus 4 Detroit Service Districts be certified for 4th quarter wireless funds distribution. They will request the monies for Alpena County be withheld until the county is able to ascertain whether they are Phase II compliant. Mr. Norman supported. The **MOTION** carried.

F. Call to the Public - None

G. Next Meeting – The next Certification Subcommittee meeting will be Friday March 9, 2007. Janet will secure a conference room and advise the members.

H. Adjourn – The meeting was adjourned at 12:30 p.m.